## TEMPE PRESERVATION GRADUATE STUDENT INTERN PROGRAM

Periodically there are positions available for graduate student interns in the City of Tempe Historic Preservation Office. These positions are available for students who can be available on the second Thursday each month from 6 to 8 p.m. to participate in the monthly meetings of the Tempe Historic Preservation Commission and who can work from 10 to 15 hours per week during the school year. Other than the attending the monthly Commission meeting, hours are highly flexible based on a student's academic obligations. These positions may be extended and expanded up to 20 or more hours per week during the summer by mutual agreement. The worksite is the City of Tempe Historic Preservation Office at Tempe City Hall. A stipend is offered at an hourly rate of \$14.00.

This program provides students with opportunities to undertake short-term research and administrative projects in the Tempe Historic Preservation Office. The program trains future historians, archaeologists, architects, curators, planners, and archivists by providing the opportunity to work under the direction of experienced professionals in the field of historic preservation within a National Park Service Certified Local Government setting.

- Students assist in the day-to-day activities involving ordinance enforcement and compliance, provide support for volunteer commission members and professional staff, and participate directly in the survey, designation, and listing of community cultural resources at the national, state, and local levels.
- Students contribute to the historic preservation program operated by the City of Tempe in partnership with the Arizona State Historic Preservation Office and the United States National Park Service.
- Students are assigned individual projects which are carried out in consultation with peer professionals under supervision from Preservation Office staff.
- Students attend and participate in monthly meetings of the Tempe Historic Preservation Commission, one of 27 City of Tempe citizen commissions operating under Arizona Open Meeting Law.

This program engages students in a wide range of preservation activities, including cultural resource management, survey and inventory fieldwork, preparation of National Register of Historic Places and Tempe Historic Property Register nominations, facilitating Historic Preservation Commission meetings and Neighborhood Association meetings, and generally participating in the range of preservation activities typically encountered in a Certified Local Government program. In addition to performing general office duties that provide opportunities to build valuable workplace skills and experience, specific projects available for immediate assignment include:

- Conduct property-specific research and prepare National Register nominations for properties listed in the Tempe Historic Property Register but not listed in the National Register of Historic Places, and vice versa.
- Research and prepare information for historic property web pages to create consistent levels of documentation and uniform format for each property.
- Survey and inventory pre-1960 neighborhoods to identify properties potentially eligible for individual historic designation and listing in the Tempe Register.
- Attend commission meetings, take notes, prepare finished agendas for city clerk, and prepare meeting minutes for commission approval.
- Prepare context statements for nomination forms by synthesizing broad themes of local, state, and national history.
- Other projects will be developed on an ongoing basis based on program needs and intern interests, skills, and qualifications.
- This flexible program allows students to demonstrate their own unique skills and abilities across a wide range of preservation activities.



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## Purpose:

To actively support and uphold the City's stated mission and values; to perform a variety of duties involved in providing technical assistance and support to the professional planning staff; and, to do basic technical, statistical and field research.

### **Distinguishing Characteristics:**

This is the internship level classification in the professional Planning series, and is distinguished from other Planning roles by the performance of the more routine tasks and duties assigned to positions within the series. Since this classification is typically applied to training, interns may have only limited or no directly-related work experience.

Interns at this level receive instruction or assistance as new or unusual situations arise, while learning the operating procedures and policies of the work unit. Employees in this classification are expected to work independently in the field, exercising judgment and initiative.

#### **Supervision Received and Exercised:**

Interns at this level receive immediate supervision from the Tempe Historic Preservation Officer, higher level planning staff, and other supervisory or management staff.

#### **Examples of Duties:**

This job specification is intended to indicate the basic nature of positions allocated to the classification and provide examples of typical duties that may be assigned. It does not imply that all positions perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Survey and inventory of historic and cultural resources.
- Identify significance, evaluate integrity and recommend eligibility for historic designation and listing of properties in the *Tempe Historic Property Register* and the *National Register of Historic Places*.
- Perform field surveys to review sites of specific areas as assigned.

- Research information and prepare materials for presentations at public meetings for commissions, boards and City Council.
- Write staff reports for Historic Preservation Officer / Historic Preservation Commission;
   research history of project areas; prepare attachments.
- Participate in monthly Historic Preservation Commission meetings.
- Perform related duties as assigned.

## **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job-related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

## **Experience:**

Some scholastic and/or technical planning, architectural, and public history experience, or experience in a related field is desirable.

Basic familiarity with *National Register of Historic Places* nomination process including criteria for evaluation is desirable.

Basic familiarity with Secretary of the Interior's Standards for the Treatment of Historic Properties is desirable.

# Training:

Training equivalent to the completion of the bachelor's degree, supplemented by courses in planning, preservation, and history, or related fields.

### **Licenses / Certifications:**

Employment may require the possession of a valid driver's license.

# TEMPE PRESERVATION GRADUATE STUDENT INTERN PROGRAM Interview Questions

- The Secretary of the Interior has established Standards for Rehabilitation to maintain a
  property's significance through preservation of historic materials and features. Please discuss
  how the Standards are to be applied to specific rehabilitation projects taking into
  consideration economic and technical feasibility.
  <a href="http://www.nps.gov/hps/tps/tax/rhb/index.htm">http://www.nps.gov/hps/tps/tax/rhb/index.htm</a>
- To make effective use of historic resources, to respect their value and extend their lives, it is
  necessary to integrate historic preservation into community planning. Please discuss how
  Certified Local Governments may survey community cultural resources and inventory
  significant historic properties. <a href="http://www.tempe.gov/historicpres/register.html">http://www.tempe.gov/historicpres/register.html</a>
- 3. To guide the selection of properties included in the National Register, the National Park Service has developed the National Register **criteria for evaluation**. Please identify the four criteria and discuss how they may apply to properties that may be significant in local, State, or national history. <a href="http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15\_2.htm">http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15\_2.htm</a>
- 4. To be listed in the National Register of Historic Places, a property must not only be shown to be significant under the National Register criteria, but it also must have integrity. Please discuss how retention of specific **aspects of integrity** helps different property types convey significance. http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15\_8.htm
- 5. Please tell us about yourself. Explain how your interest in historic preservation relates to your graduate studies and discuss relevant work experience as well as career planning.